

To: Dave Hess, Canon Business Solutions

From: _____

Subject: Copier Lease Expiration

Date: _____

This letter is to notify you of our intention to terminate the lease on the _____,

_____ and _____ copier located

at _____ which will expire

on _____.

We request that you contact _____ at _____

at your earliest possible convenience to arrange a time to remove this copier. We would like to

have the copier removed on _____ if possible.

Completed form should be faxed to Dave Hess at 302-793-4012